

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Secretary	Job Family: 5
General Classification: Front-Line	Job Grade: 15

Definition: To perform a wide variety of responsible and sensitive secretarial and clerical duties for an assigned division or manager.

Distinguishing Characteristics: This is the full journey-level class within the Secretary series. Employees within this class perform the full range of secretarial duties assigned for a major division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Executive Assistant in that the latter provides administrative support to the department head as well as secretarial support.

Receives general supervision from a division manager or other management personnel.

May provide technical and functional supervision over other clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions of the City.
2. Assist in preparing procedures, operating manuals, written material, budgets, forms, charts and/or other documents for internal or external distribution; recommend office procedures and systems.
3. Type letters, reports, memoranda and other documents relating to operations which may include contracts, proposals, personnel records, technical documents, statistical and/or special forms, budgets and charts.
4. Compose routine correspondence and memoranda; proofread for accuracy, correct form, content and proper English usage; provide clerical support on sensitive and confidential department documents.
5. Collect information from a variety of sources pertinent to assigned department or division; compile data for reports; prepare routine statistical reports as required.
6. Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.

Position Title: Secretary

Page 2

7. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
8. Perform accounting functions related to ordering supplies, equipment and services; order and purchase supplies for the department or division.
9. May maintain time card records; may maintain confidential personnel files and records for management personnel.
10. Perform clerical duties related to division activities such as typing, filing and distributing mail.
11. Monitor and assist in the administration of a division budget; recommend expenditure requests for designated accounts.
12. Research, compile and analyze data for special projects and various reports; provide technical support on special projects or programs.
13. Initiate and maintain a variety of files and records.
14. May take and prepare meeting minutes as assigned; may provide support to a board or committee.
15. Act as backup to Executive Assistant during his/her absence as required.
16. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: English usage, spelling, grammar and punctuation; modern office methods, practices, procedures and computer equipment; computer equipment and programs associated with secretarial/administrative functions; business letter writing; basic record keeping principles and procedures.

Ability to: Perform assigned secretarial duties with speed and accuracy; understand and explain department or division policies and procedures; communicate clearly and concisely, both orally and in writing; some positions may require the ability to type accurately at a speed of 50 words per minute; establish and maintain effective working relationships with those contacted in the course of work.

Position Title: Secretary

Page 3

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible secretarial and clerical experience involving frequent public contact. Equivalent to the completion of the 12th grade supplemented by some course work in office or business management.

Established January 1994

Revised May 25, 2006

CLASS SPECS

CS158-F^